



FY 2021-2022 Historic Preservation Incentive Grant Guidelines

The Historic Preservation Incentive Grants provide a modest economic stimulus to assist owners of homes and businesses in Salisbury's local historic districts to stabilize, preserve, and maintain the historic character of the individual structure and historic district in accordance with Salisbury's Local Historic Design Standards.

Grants are awarded on a competitive basis for exterior maintenance and stabilization projects of primary residence, owner-occupied homes and businesses within any of the locally-designated residential historic districts identified with Local Historic Overlay (LHO) zoning, excluding the Downtown Local Historic District. All exterior work must be approved through the Certificate of Appropriateness (COA) process, either as a minor work and reviewed concurrently with this grant application, OR previously reviewed as a major work through the entire Historic Preservation Commission (HPC). Projects must meet the adopted *Local Historic Design Standards* and the *Secretary of the Interior's Standards for Rehabilitation*. All proposals must meet all applicable code requirements of the City of Salisbury. Projects begun or completed prior to notification of award cannot be reimbursed. Properties with delinquent taxes and/or City utility fees cannot be considered.

Any preservation project is eligible; however, top priority will be given to projects with higher point totals based on the point system. The point system, described below, will be used to prioritize projects. All projects that meet the eligibility requirements above would be eligible for grants; however, in the case of limited funds and the competitive process, projects with a higher point total would receive precedence. In the case of multiple projects with the same point total, the Grant Committee will award the grant to the project that has submitted its complete application first. There are four categories that combine to create the total project score:



1. HISTORIC SIGNIFICANCE:

Each of Salisbury's five local historic districts is also within a National Register Historic District. Properties within a National Register district are categorized as *contributing*, *non-contributing*, or *intrusion* based on the historic significance of the structure. Many of the non-contributing structures are due to a non-historic addition or treatment, such as replacement windows or vinyl siding that covers historic features. It is possible for a structure to become contributing if the non-contributing feature is removed or replaced. Intrusion, on the other hand, would represent a structure that is a contemporary addition to the district and has no historic significance whatsoever.

Historic Significance

POINTS

| | |
|---|----|
| Contributing Structure | 10 |
| Non-Contributing Structure | 5 |
| Intrusion | 0 |
| If changes result in a contributing structure that was previously non-contributing | 5 |

2. PROJECT TYPE:

Exterior maintenance and stabilization projects include:

POINTS

| | |
|---|----|
| Replacement/stabilization of deteriorated features (Example: original or historically accurate siding, windows & doors, masonry, etc.) | 40 |
| Removal/replacement of non-original, inappropriate features or material and restoring with original details and materials (Example: removing vinyl siding to restore to original wood treatment while also restoring any original architectural features or details) | 30 |
| Painting | 20 |
| Repair Work (Example: Repointing/replacing brick or masonry elements, roofs, porches, foundations) | 20 |
| Other Maintenance (Example: safety, utilities/energy retrofit, outbuilding maintenance) | 10 |



3. PROJECT COST:

One point per \$1,000 total project cost up to a maximum of \$25,000. Therefore, a \$10,000 project would receive 10 points, while a \$2,000 one would receive 2 points.

4. INCOME CRITERIA:

| TOTAL HOUSEHOLD INCOME: based on HUD estimates of median family income. Total household income would include all persons 16 years of age or older living in the household and earning income. | Eligible match/maximum grant (see Matching Funds) | |
|--|--|----|
| | 75-25 (maximum \$3,750 match from the City) | 30 |
| 50% or less of Median Family Income (MFI) | 75-25 (maximum \$3,750 match from the City) | 25 |
| 51-60% of MFI | | 20 |
| 61-70% of MFI | | 15 |
| 71-80% of MFI | | 10 |
| 81-90% of MFI | 50-50 (maximum \$2,500 match from the City) | 5 |
| 91-100% of MFI | | |

Please note: Please contact City Staff to determine if you qualify. If you wish to be qualified as low/moderate income for the grant point system, documentation must be provided, such as a tax return. Lack of documentation may prevent you from receiving the higher point total in this category.

Historic Preservation Commission

City of Salisbury Community Planning Services
132 North Main Street | 704.638.5311



Projects are funded on a 50-50 matching basis with a maximum City participation of \$2,500 per project (based on \$5,000 or greater total project cost). Projects for households 80% or below of the MFI will be funded on a 75-25 matching basis with the City's participation totaling 75% of the project's cost up to \$3,750 (based on \$5,000 or greater total project cost). The property owner's match may include funding or loans from other sources.

Municipal contributions are grants that are not required to be paid back. The City will be reimbursed through the protection of historic community assets, stabilization of properties and neighborhoods, and an increased tax base.

The process for applying for the Historic Preservation Incentive Grant is as follows:

1. Initial consultation with Historic Preservation Staff to receive application as well as determine if proposed project is consistent with the Local Historic Design Standards.
2. Applicant receives Minor Works approval, or goes before the Historic Preservation Commission (HPC) to obtain a Certificate of Appropriateness. Should review by the full HPC be necessary as part of your application, please be aware of separate HPC deadlines and submit all documents in time.
3. Application, including sketch plans, materials list or designs, and cost estimates submitted to the Development Services office at 132 N. Main Street.
4. Applications are reviewed and awarded by the Historic Preservation Grant Committee, which consists of two members from the HPC and two members from the Community Appearance Commission (CAC).
5. Prior to the applicant receiving the grant, an agreement must be signed between the applicant and Development Services department, which is authorized to sign on behalf of the City. The agreement will detail all work to be done and specify a time frame in which the work is to be completed, as well as procedures in the event the agreement is not followed. **This contract must be signed and returned within thirty (30) days of notification of award.**



6. If, at any point during the grant process, the scope of work changes (for example: the applicant desires for the approved design/materials/size/color to change, the project is unable to be completed as approved, etc), the applicant must contact the preservation planner immediately. Grantees are not authorized to make any changes to their approved scope of work without the review and subsequent approval of historic preservation staff. Failure to notify staff of desired changes in a timely manner may result in forfeiture of the grant in its entirety.
7. When work is completed, the grantee must contact Development Services and schedule an on-site inspection with the preservation planner. Same-day inspections cannot be guaranteed. Grant monies are ultimately awarded upon successful completion of approved work within the allotted time frame.

Awarded applicants may elect to have the City pay the contractor directly after the work is finished. A contract must be signed by the property owner, the contractor, and the City. Contact the preservation planner for more information on this opportunity.

Grants are awarded in a one-time application period. Applications will only be accepted once, in the fall, and successful applicants will have until **June 1, 2022** to complete their projects and have them inspected by staff.

There will be no separate spring grant cycle.

The application deadline is **Friday, October 1, 2021**. This is the last day that applications will be accepted. All information must be complete or the application cannot be considered. It is the applicant's responsibility to ensure the application is complete and clear as to the scope of work that is proposed. Applications should be returned to the Development Services office at 132 N. Main Street by 5:00 PM on this date. Grant recipients will be notified upon selection. Work may begin at that time.

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All work must be completed, paid for, and inspected before the **reimbursement deadline** stated in the official award letter and contract. Inspection of the work must be scheduled with the preservation planner. This will be an on-site inspection and the property owner must be present. Same-day inspections are not guaranteed and should be scheduled by the grant recipient in advance of the reimbursement deadline.

A complete application must include the following:

- ☐ A completed application form with detailed explanation of project;
- ☐ Price quotes from contractors (or a list of materials with price estimates) covering the full extent of the work;
- ☐ Certificate of Appropriateness application
 - Projects classified as Minor Works may be approved by Staff
 - Projects classified as Major Works will require full HPC review and approval. If this level of review is necessary, please be aware that the HPC has a separate deadline schedule which may prevent concurrent review and approvals of both the Certificate of Appropriateness and the grant application.
- ☐ Income documentation if low/moderate income homeowner. Refer to table of HUD figures for Median Family Income (attached) to determine if you qualify. Income documentation must be provided or the application may not be considered for the low/moderate income status in the points table, see above. This information will not be revealed to the selection committee members and will only be used by staff to confirm that the requirements are met.

If you have any questions or need additional information, please contact Emily Vanek at (704) 638-5311 or emily.vanek@salisburync.gov.

DEADLINE FOR SUBMISSION OF COMPLETE GRANT APPLICATION:
FRIDAY, OCTOBER 1, 2021



City of Salisbury
Development Services
132 North Main Street
Salisbury, NC 28144
Ph. 704-638-5311
Em. 1stop@salisburync.gov

Historic Preservation Incentive Grant Application

SHADED AREAS FOR STAFF USE ONLY

**NOTE TO APPLICANT: MAKE SURE THE APPLICATION IS COMPLETE WHEN SUBMITTED
INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED**

DATE SUBMITTED:

APPLICATION CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Grant application | <input type="checkbox"/> Itemized estimate <u>OR</u> a materials list including total project cost | <input type="checkbox"/> Complete Certificate of Appropriateness Application |
| <input type="checkbox"/> Photographs showing areas for repair | | |

PROPERTY INFORMATION

District: ☐ Brooklyn-South Square ☐ Ellis Street ☐ North Main ☐ West Square ☐ Downtown ☐ Landmark
Address: _____ Rowan County Parcel ID: _____

CONTACT INFORMATION

Owner: _____
Address: _____
Email: _____ Phone: _____
Low or Moderate Income (See Attached Income Limits): ☐ Yes ☐ No

PROJECT DESCRIPTION

Total Project Cost (Attach Itemized Estimate): _____

SIGNATURE

I certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the State of North Carolina, the Standards of the Salisbury Land Development Ordinance, and the City of Salisbury Local Historic Design Standards, and the Secretary of the Interior's Standards for Rehabilitation. Submission of this application does not constitute award of a grant or issuance of a permit. The City of Salisbury reserves the right to request additional information to ensure complete review.

Applicant Signature: _____

A- Historic Significance

C- Project Cost

B- Project Type

D- Income Level

TOTAL (ALL ITEMS):



City of Salisbury
Development Services
132 North Main Street
Salisbury, NC 28144
Ph. 704-638-5208
Em. 1stop@salisburync.gov

CERTIFICATE OF APPROPRIATENESS

SHADED AREAS FOR STAFF USE ONLY

CONTACT INFORMATION

Property Owner: _____ Phone: _____
Address: _____ Email: _____
Agent/Applicant (if different): _____ Phone: _____
Company/Address: _____ Email: _____

PROPERTY & PROJECT INFORMATION

District: ☐ Brooklyn-South Square ☐ Ellis Street ☐ North Main ☐ West Square ☐ Downtown ☐ Landmark

Address: _____ Rowan County Parcel ID: _____

Description of Work: _____

Please submit additional details, photographs, and plans as required separately, as described in the project checklist.

SIGNATURE

- ☐ I have completed the project checklist at the back of this form
- ☐ I am familiar with the Local Historic District Design Standards and have reviewed my project with the Standards
(salisburync.gov/preservation)
- ☐ I am aware that Historic Preservation Commission staff may photograph and inspect the work at reasonable times solely in
performance of their duties.

Applicant Signature: _____ Date: _____

FILING DATE:

CASE NUMBER:

STAFF NOTES:

☐ Minor Work (staff review, no fee)

☐ Major Work (HPC review, \$25 fee)

☐ After-the-fact COA (\$250 fee)

APPROVED BY:

APPROVAL DATE:

PROJECT CHECKLIST

| TYPE OF PROJECT | REQUIRED SUPPORTING MATERIALS |
|---|---|
| <input type="checkbox"/> Windows and Exterior Door Replacements | <input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Sample of proposed replacements |
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Photos of existing roof <input type="checkbox"/> Sample of proposed material |
| <input type="checkbox"/> Painting and Staining | <input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Proposed color samples, color chips |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Drawings or photos of proposed fencing <input type="checkbox"/> Site plan for fencing location <input type="checkbox"/> Material specification |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Dimensional drawing <input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Material specification |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Fixture specification <input type="checkbox"/> Photos of existing conditions |
| <input type="checkbox"/> Walkways, Driveways, and Parking Areas | <input type="checkbox"/> Site plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions |
| <input type="checkbox"/> Porches, Patios, Decks, Exterior Stairs, Railings, and Columns | <input type="checkbox"/> Site Plan <input type="checkbox"/> Elevation Plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions |
| <input type="checkbox"/> Tree removal | <input type="checkbox"/> Certified Arborist Report <input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Details on replacement trees or landscaping |
| <input type="checkbox"/> Retaining wall | <input type="checkbox"/> Site Plan <input type="checkbox"/> Elevation Plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions |
| <input type="checkbox"/> Demolition and Structure Removal | <input type="checkbox"/> Site Plan <input type="checkbox"/> Photos of existing conditions |
| <input type="checkbox"/> New Construction, Additions, Structure Installation | <input type="checkbox"/> Site Plan <input type="checkbox"/> Elevation Plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of Existing Conditions |
| <input type="checkbox"/> State or Federal Tax Credit Projects — Visit NC Department of Cultural Resources, Historic Rehabilitation Tax Credits for more information | <input type="checkbox"/> Copy of plans approved by SHPO <input type="checkbox"/> SHPO approval letter |